

Zoning Plan Review

Community Development Zoning Plan Review

The Community Development Department's Zoning Office is responsible for reviewing zoning applications and site plans and issuing zoning permits throughout the unincorporated area of Lexington County. Once a complete submittal has been received by the Zoning Office the review process begins as quickly as possible and although it may take up to 15 business days, we strive to complete the initial review and respond to the applicant much sooner than that. Assuming that the zoning district and street classifications allow for the proposed activity, there are various steps that can be taken to ensure that zoning plan review and permitting is a smooth and timely process. Among those are:

- **Complete permit application:** Answer all questions accurately and completely. An incomplete application will greatly impede the review of your proposed project.
- **Submit four (4) copies of the site plan:** Submit four copies of the site plan drawn to a legible engineer's scale (normally 1 inch on paper equals 20, 30, 40, 50, or 60 actual feet on the ground). Specific items to be shown on the site plan drawing are explained on the reverse side of the *Zoning & Landscape Application for Project/Site Plan Review* (see the link provided below). All plans should be drawn to an appropriate scale on appropriately sized paper, should include all dimensions, and have all areas labeled as to their intended use. While site plans may be prepared by professionals such as engineers and/or surveyors, site plans do not have to be professionally drawn. They may be simply drawn by hand using a scale or ruler and straight edge (such as a ruler), however, they must show all required aspects of the proposed activity and site. The link to a handy reference guide, *Drawing Zoning Site Plans*, is provided below for your use.
- **Provide a complete submittal:** Submit all items requested. If you do not understand a particular question or requirement, ask the Zoning Office and they will explain what is needed.
- **Follow-up on other required permits:** Communicate with all other County, State, and/or Federal agencies whose approvals and permits may be required for your project. Keep in mind that before a Building Permit can be issued, Zoning, Landscape and Open Space, Stormwater and/or Land Disturbance permits, DHEC water and sewer approvals, etc. must be obtained.

- **Disapproval notifications and necessary revisions:** In the event that your application for a zoning permit is disapproved, there will more than likely be an opportunity to correct the issue through revisions to your application and/or site plan. If your proposal is disapproved and additional items need to be addressed, respond as quickly as possible so your re-submittal can be put back into line for further review. If you do not understand what is being required, contact the zoning assistant that reviewed your application for further guidance.
- **Questions:** If you have questions regarding Lexington County Zoning Ordinance requirements or procedures, please contact the Zoning Office via e-mail at CDCustomerService@lex-co.com or by calling 803-785-8121.
- **Links:**

<http://www.lex-co.sc.gov/Departments/DeptAH/CommunityDevelopment/Documents/Zoning/printable%20forms/ZoningLandscapeSitePlanApplication.pdf>

<http://www.lex-co.sc.gov/Departments/DeptAH/CommunityDevelopment/Documents/Zoning/Graphic%20Examples/ZoningSitePlan.pdf>